

PLEASE KEEP A COPY OF THIS FORM FOR YOUR RECORDS

PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS REPORT. REPORT ALL DOLLAR FIGURES IN THOUSANDS.
AUDITED FIGURES ARE NOT REQUIRED. Estimates are acceptable for line items where actual data are not available.

Schedule A – Statement Of Income and Retained Earnings for Your 3-MONTH PERIOD (inclusive) →

FROM: MonthDayYear

TO: MonthDayYear

AMOUNT
(in thousands)

1. Sales, receipts, and operating revenues (net of returns and allowances, and excise and sales taxes) ①

2. Depreciation, depletion, and amortization of property, plant, and equipment

3. All other operating costs and expenses — Include cost of goods sold (net of purchase discounts), selling, general, and administrative expenses, and amortization of intangible assets.

4. Income (loss) from operations — Item 1 less the sum of items 2 and 3

5. Interest expense

6. Dividend income – Domestic and foreign.

7. Other recurring nonoperating income (expense) – Include interest income, royalties, minority interest, etc. ②

8. Nonrecurring items – Include gain (loss) on sale of assets, restructuring costs, asset writedowns, disposal of business segments, etc. ②

9. Income (loss) of foreign branches and equity in earnings (losses) of domestic and foreign nonconsolidated subsidiaries and other investments accounted for by the equity method, net of foreign taxes

10. Income (loss) before income taxes — Sum of items 4, 6, 7, 8, and 9 less item 5

11. Provision for current and deferred domestic income taxes (accrue payable in items 33 and 37) { a. Federal ③ b. State and local ③

12. Income (loss) before extraordinary items and cumulative effect of accounting changes — Item 10 less items 11a and 11b

13. Extraordinary gains (losses) net of taxes ②

14. Cumulative effect of accounting changes net of taxes ②

15. Net income (loss) for quarter — Sum of items 12, 13, and 14

16. Retained earnings at beginning of quarter — If not the same as item 38b of preceding quarter, explain below.

17. Cash dividends declared this quarter — Include 1120S cash distributions.

18. Other direct credits (charges) to retained earnings — Include stock and other non-cash dividends. ②

19. Retained earnings at end of quarter — Sum of items 15, 16, and 18 less item 17 (same as item 38b)

Schedule B – Balance Sheet As Of →
The same as ending date of Schedule A above

MonthDayYear

AMOUNT
(in thousands)

ASSETS

20a. Cash and demand deposits in the U.S.

b. Time deposits in the U.S. — Include negotiable certificates of deposit.

c. Deposits outside the U.S.

21a. U.S. Treasury and Federal agency securities — Subject to agreements to sell

b. U.S. Treasury and Federal agency securities — Due in 1 year or less

22a. Commercial and finance company paper of U.S. issuers

b. State and local government securities due in 1 year or less

c. Foreign securities due in 1 year or less

d. Other short-term financial investments — Include bankers’ acceptances.

23a. Trade receivables from the U.S. government

b. Other trade accounts and trade notes receivable (less allowance for doubtful accounts)

24. Inventories

25. All other current assets — Include prepaid expenses and income taxes receivable.

26a. Plant and equipment — Include construction in progress.

b. Land and mineral rights.

c. Accumulated depreciation, depletion, and amortization.

d. Net property, plant, and equipment — Sum of items 26a and 26b less item 26c

27. U.S. Treasury and Federal agency securities due in more than 1 year

28. All other noncurrent assets — Include investment in nonconsolidated entities, long-term investments, intangibles, etc.

29. TOTAL ASSETS — Sum of items 20a through 25, 26d, 27, and 28 →

LIABILITIES AND STOCKHOLDERS’ EQUITY

30. Short-term loans (original maturity of 1 year or less) — Include overdrafts. { a. Loans from banks b. Commercial paper c. Other short-term loans ④

31. Advances and prepayments by the U.S. government ④

32. Trade accounts and trade notes payable

33. Domestic income taxes accrued, prior and current years, net of payments — Include overpayments. { a. Federal b. State and local

34. Current portion of long-term debt — Classify noncurrent portion in item 36. { a. Loans from banks b. Bonds and debentures c. Other long-term loans ④

35. All other current liabilities — Include excise and sales taxes, accrued expenses, and current portion of capital leases. ④

36. Long-term debt due in more than 1 year — Classify current portion in item 34. { a. Loans from banks b. Bonds and debentures c. Other long-term loans

37. All other noncurrent liabilities — Incl. deferred taxes, minority stockholders’ interest, and long-term portion of capital leases.

38a. Capital stock and other capital

b. Retained earnings (same as item 19)

c. Cumulative foreign currency translation adjustment

d. Other stockholders’ equity items — Include unearned compensation and ESOP debt guarantees.

e. Treasury stock, at cost.

f. Stockholders’ equity — Sum of items 38a through 38d less item 38e

39. TOTAL LIABILITIES AND STOCKHOLDERS’ EQUITY — Sum of items 30a through 37 and 38f →

① Report sales and costs from the normal business activities of discontinued operations in the same manner as sales and costs from continuing operations.

② List and explain, below or on a separate sheet, the principal debits and credits reflected during the quarter.

③ If tax provision is not shown explain briefly (e.g., "net operating loss," "1120S", etc.)

④ Progress payments and billings from U.S. government and others should not be deducted from items 23a, 23b, 24, and 25; but included in items 31 and 35.

Item

Description

AMOUNT (in thous.)

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